



MAHI MIHINARE  
ANGLICAN ACTION

# Supervision Policy

It is the policy of Anglican Action for all staff to receive regular professional and administrative supervision to ensure safe practice and accountability.

February 2016

# SUPERVISION POLICY

## PURPOSE

This policy sets out the requirements of the organisation regarding professional supervision and indicates the means by which the requirements shall be met.

### Purpose of Supervision

Professional supervision is one of the essential means to develop workers and ensure quality service provision. Professional practice knowledge and skills are learned through tertiary study and gaining professional qualifications. It is the direct practice, guidance and reflection provided by supervision that enhances professional development and supports competent, accountable and safe practice. This will be delivered and facilitated in a team/hub context unless a team member requires intensive support for a period of time through one on one supervision.

## PROCEDURES

### Principles

- ☑ Professional supervision promotes inclusive practice underpinned by Te Tiriti O Waitangi, responsiveness to Maori and sound ethical principles.
- ☑ The overriding priority of professional supervision is to promote professional practice and to protect the interests of clients.
- ☑ Professional supervision promotes safe and accountable practice.
- ☑ Professional supervision ensures that standards consistent with Anglican Action's Code of Ethics and the standards of other professional bodies, where appropriate, eg., ANZASW are maintained.
- ☑ Professional supervision is a contracted partnership. It is a collaborative process between supervisor, Missioner and team/hub members.

### REQUIREMENTS FOR SUPERVISION

- ☑ All operation service hubs shall receive professional external supervision in accordance with the requirements of NZAC, ANZASW and other professional bodies. This shall be paid for by Anglican Action.

### RESPONSIBILITIES IN SUPERVISION

- ☑ Supervisors must be familiar with Anglican Action's Supervision Policy, and Anglican Action's Code of Ethics.
- ☑ Supervisors are responsible for addressing all aspects of this policy in their work as supervisors.
- ☑ Supervisees (those being supervised) are responsible for their work with colleagues and the people they are working with, and for presenting and exploring that work as honestly as possible within team supervision.

☐ Supervisors are responsible for helping supervisees to reflect critically on their work with others.

☐ Supervisors and supervisees are both responsible for setting and maintaining clear, professional boundaries, and making explicit the boundaries between consultation, counselling and training.

### **MANAGEMENT OF SUPERVISION**

☐ Supervisors should inform supervisees about their (the supervisors) training, theoretical orientations, qualifications and methods before supervision contracts are made.

☐ Practical arrangements for supervision (time, place, frequency, duration, privacy, etc) should be made by negotiation at the outset with the hub leader.

☐ Fees and methods of payment for supervision should be agreed to in advance and form part of the contract.

☐ Supervisors and hub supervisees should be explicit about their expectations and requirements of each other in advance.

☒ The supervisor should encourage the supervisees to develop self-evaluative skills, to seek further training experiences and to develop personal coping and enrichment resources.

☒ The supervisor should help the supervisee to appreciate the importance of cultivating a fulfilling life beyond their work role, and should encourage the supervisees to be aware of the risk of burnout.

☒ The supervisor should ensure the supervisees are aware of the distinction between counselling, accountability, consultation, support, and supervision, training and spiritual direction.

### **REPORTING IN SUPERVISION**

☒ The supervisor will prepare a six monthly written report for the Missioner and the hub. The report will outline details on professional development needs and training needs with recommendations for the hub.

### **RELATED POLICIES/PROCEDURES/GUIDELINES**

☒ Appendix 3 – Anglican Action Code of Ethics

☒ Appendix 4 – ANZAWS Code of Ethics